

Procurement Chart and Threshold Limits

This chart has been designed to be used electronically and as such, there are links to other procurement forms and documents which will contain more information regarding the Procurement Procedures. Please select the Procurement Routes for a further breakdown of the procedures.

Please also see the New Financial Thresholds for Procurement.

EU Minimum Financial Thresholds - 1st January 2018 to 31st December 2019

Supplies
Corporate and operational expenditure (the supply of goods and commodities)

£181,302

Services
People and teams to plan, guide, advise, design, consult, care, operate and provide services to our Authority and it's partners.

£181,302

Works
Construction and commissioning of facilities, buildings, infrastructure and major capitals assets.

£4,551,413



Route 1 Up to £10,000

You need to obtain **One Quote using the BlueLight e-Tendering Portal.**
If the aggregated value exceeds £10,000 please use Route 2.
If the aggregated value is more than £10,000.00, or you are procuring like for like products year on year, you will need to have a discussion with the Procurement Team before progressing.

Raise a Purchase Order and Sign the Order or Contract (if Applicable).

Route 2 £10,000 to £49,999

Advice and Support from the Procurement Team

You need to obtain **Three Quotes using the BlueLight e-Tendering Portal.**
If the aggregated value is more than £45,000.00, or you are procuring like for like products year on year, you will need to have a discussion with the Procurement Team before progressing.

You must then select the Most Economically Advantageous and Sustainable Quote

Raise a Purchase Order and Sign the Order and Contract (if applicable)

Route 3 £50,000 to £99,999

Advice and Support from the Procurement Team.
Authorisation needed by Head of Department before commencing.

Invite a **minimum of Six to Suppliers via the BlueLight e-Tendering Portal.**
If the aggregated value is more than £90,000.00, or you are procuring like for like products year on year, you will need to have a discussion with the Procurement Team before progressing.

You will need to select the Most Economically Advantageous and Sustainable Quote

Raise a Purchase Order and Sign the Order or Contract (if applicable)

Route 4 £100,000 to EU Threshold

Contact the Procurement Manager and Legal Advisor before you progress any further.
Authorisation needed from Service Director.

If the value is within 10% of £100,000 Route 5 will be selected

You will need to select the Most Economically Advantageous and Select Supplier

Raise a Purchase Order and Sign the Order or Contract (If Applicable)

Route 5 Over the EU Threshold

Contact the Procurement Manager and Legal Advisor before you progress any further.
Authorisation needed from Service Director

A Formal Tender Procedure will be carried out in accordance to the EU Tendering Procedure

You will need to select the Most Economically Advantageous and select Supplier

Raise a Purchase Order and Sign the Order or Contract (If Applicable)

Retain all the documents and send these, along with any contracts and send to DWprocurement@dwfire.org.uk so that the details can be added to the BLPD Contracts Database and in some instances, the Contracts Finder Database.